

Georgia Government Transparency and Campaign Finance Commission

200 Piedmont Avenue | Suite 1402, West Tower | Atlanta, Georgia 30334
404-463-1980 | www.ethics.georgia.gov

JOB DESCRIPTION

SPA Job Title:	SS: Clerk (AL)
SPA Job Code:	60072
Salary Plan:	Statewide Salary Plan

Internal Job Title:	Education Support Specialist
Date:	October, 2012
Salary Range:	\$27,000 - \$30,000

This job description is not meant to be an all-inclusive list of duties and responsibilities, but constitutes a general definition of the position's scope and function of the position within the Commission.

GENERAL JOB DESCRIPTION:

Under general supervision of the Director of Education and Information and the Education Coordinator, the Education Support Specialist reviews various applications and forms for completeness and compliance, performs data entry, is responsible for the filing and record management of various forms in accordance with the rules, laws and established guidelines, teaches training classes, and resolves inquiries from the general public and agency customers.

JOB RESPONSIBILITIES:

Daily Duties	% of Time: Daily
<ul style="list-style-type: none">• Maintain strict confidentiality of division and agency activities at all times.• Create and maintain a high performance environment centered on team work.• Provide guidance, consultations and technical assistance to agency customers and staff.• Performs quality assurance checks on all documents received and randomly selected data.• Assist other staff members to achieve department and agency goals.	
Data Entry and Filing	% of Time: 80%
<ul style="list-style-type: none">• Enter data into various computer databases from multiple and varied forms. Review each form for completeness and compliance prior to entry. Contact customer to obtain additional information when necessary and/or request revised forms. Provide explanation of various forms to customers.• Maintain department filing systems.• Maintain records and reference manuals for the department.	
Other Assignments	% of Time: 20%
<ul style="list-style-type: none">• Conducts research to produce reports, assist with design and execution of special events, project and activities as requested.• Process lobbyist application, paperwork, answer questions and produce photo ID badges when backup assistance is needed.• Maintain for distribution reference material, assist customers with registration function, interacts with all state government in a way that promotes respect and encourages cooperation and contributes to excellent performance.• Copies and distributes letters, memos, reports and other documents.• Receive and respond to inquiries from the general public, agency clients and public officials.• Backup for receptionist when necessary.• Other duties as assigned.	

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QUALIFICATIONS:

Skill Set Requirements:

- Accurate data entry skills
- Intermediate knowledge of Microsoft Word and Outlook.
- Beginning knowledge of Microsoft Excel
- Type 50 words per minute

Education/Experience Requirements:

- Minimum
Qualifications:
- Must have a high school diploma or equivalent and,
 - Two year work experience in a secretarial position, customer service, file clerk or a combination of education, training, and experience which provides the desired knowledge, skills, and abilities necessary to perform the position's essential duties and responsibilities.

- Preferred
Qualifications:
- Associate's degree or higher and,
 - Two years work experience in a closely related position.
 - Prior work experience for a state or federal government agency.

Forward resume to careers@ethics.ga.gov.